Retention and Classification Report

Agency: Davis County (Utah). Library (2470)

Davis Co. Library
133 South Main, P.O. Box 618
Farmington, UT 84025
801-451-2322

Records Officer: _____

28832	Administrative photographs release forms
11104	Annual reports
11103	Board of Directors meeting agenda and minutes
11095	Circulation records
11098	Feasibility reports, analyses and studies
11092	Library Director's Correspondence
11097	Library policies
11105	Lost book and refund receipts
11091	Patron problem slips
11089	Scrapbooks

AGENCY: Davis County (Utah). Library

SERIES: 28832 3
TITLE: Administrative photographs release forms
DATES: 2011-
ARRANGEMENT:
DESCRIPTION:

These records support the agency's function to promote education and literacy by hosting community events. Records are photographs of events and are used for publicity and promotional purposes. Information includes date, location, and event title, as well as participants' release forms and contact information.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Working files, GRS-1684.

AUTHORIZED: 12-20-2018

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year after end of project and then destroy.

Computer data files: Retain in Office for 1 year after end of project and then delete.

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Library

SERIES: 28832
TITLE: Administrative photographs release forms

(continued)

SECONDARY DESIGNATION(S):

Private. Utah Code 63G-2-302(1)(c)(2015)

AGENCY: Davis County (Utah). Library

SERIES: 11104 3
TITLE: Annual reports
DATES: 1948-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Annual report by the library director on the "condition and operation of the library, including a financial statement" to inform the general public, board of directors and other officials on the operations of the library. Includes revenue and expenditure budget figures, circulation, and a brief description of the year's activities.

RETENTION:

Permanent. Retain until administrative need ends

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Publications, GRS-1678.

AUTHORIZED: 10-30-2018

FORMAT MANAGEMENT:

Paper: Retain in Office permanently or until administrative need ends and then transfer to State Archives with authority to weed.

Microfilm master: For records beginning in 1948 through 1992. Retain in State Archives permanently.

Computer data files: Retain in Office until administrative need is met and then transfer to State Archives with authority to weed.

APPRAISAL:

These records have administrative, and/or historical value(s).

This disposition is based on its primary administrative needs expressed by the office and its secondary historical value to researchers on library and community studies.

AGENCY: Davis County (Utah). Library

SERIES: 11104
TITLE: Annual reports

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Library

SERIES: 11103 3
TITLE: Board of Directors meeting agenda and minutes
DATES: 1945-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Official minutes and agenda of regular and special meetings of the Davis County Library Board of Directors, include the agenda, dates and times meetings convened and adjourned, board members present and excused, a summary of the proceedings of meetings including motions, votes, discussions, official actions and decisions.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: For records beginning in 1945 through 2005. Retain in State Archives permanently.

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

This disposition is based on the primary administrative needs expressed by library and the secondary historical value of these records for researchers of library history and community studies.

AGENCY: Davis County (Utah). Library

SERIES: 11103
TITLE: Board of Directors meeting agenda and minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Davis County (Utah). Library

SERIES: 11095 3
TITLE: Circulation records
DATES: 1987-
ARRANGEMENT: Alphabetical by patron name, or numerical by patron barcode number.
DESCRIPTION:

This automated system is a record of all library materials checked out from the library system. It includes the item title, its identification number (barcode number), date item due, patron name and library card number.

RETENTION:

Retain until resolution of issue

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Computer data files: Retain in Office until items returned and fees paid and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the library.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(c)

AGENCY: Davis County (Utah). Library

SERIES: 11098 3
TITLE: Feasibility reports, analyses and studies
DATES: 1991-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Studies undertaken on various aspects of library operations and services, usually conducted in-house or by an outside vendor that has been presented to the library Board of Directors. Information included varies by study, but all include recommendations, date, and preparers' names.

RETENTION:

Retain until administrative value has been met

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2010

FORMAT MANAGEMENT:

Computer data files: Retain in Office until administrative need ends and then delete.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the library and the informational value of the records for policy development.

AGENCY: Davis County (Utah). Library

SERIES: 11098
TITLE: Feasibility reports, analyses and studies

(continued)

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). Library

SERIES: 11092 3
TITLE: Library Director's Correspondence
DATES: 1991-
ARRANGEMENT: Chronological
DESCRIPTION:

These are official memoranda written to other government departments, officials, or library employees in the conduct of library business.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Program and policy development records, GRS-1717.

AUTHORIZED: 02-26-2020

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative value(s).

PRIMARY DESIGNATION:

Public

SECONDARY DESIGNATION(S):

Private. individual names

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). Library

SERIES: 11097 3
TITLE: Library policies
DATES: 1948-
ARRANGEMENT: None
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

General operating and selection of library materials policies including policy title, purpose, and policy statements officially adopted by the Library's Board of Directors.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 03/1993

FORMAT MANAGEMENT:

Computer data files: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

This disposition is based on the primary administrative needs expressed by the library and the secondary historical value to researchers of Utah library services.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). Library

SERIES: 11105 3
TITLE: Lost book and refund receipts
DATES: 1985-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Receipts issued by the library when patrons pay for lost books, used to verify payment and issue refunds if book is found.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2010

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the library.

PRIMARY DESIGNATION:

Private UCA 63G-2-302(1)(c)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). Library

SERIES: 11091 3
TITLE: Patron problem slips
DATES: 1988-
ARRANGEMENT: Alphabetical by patron name
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

These slips are created to track individual patron problems related to library materials and to maintain a history on patrons with recurring problems. They may include patron's name, identification number (barcode number), problem description, and resolution date.

RETENTION:

Retain for 1 year(s)

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series were specifically approved by the State Records Committee.

APPROVED: 08/2010

FORMAT MANAGEMENT:

Paper: Retain in Office for 1 year and then destroy.

APPRAISAL:

These records have administrative value(s).

This disposition is based on the administrative needs expressed by the library.

PRIMARY DESIGNATION:

Private 63G-2-302(1)(c)

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 04/2020.

AGENCY: Davis County (Utah). Library

SERIES: 11089 3
TITLE: Scrapbooks
DATES: 1946-
ARRANGEMENT: Chronological
ANNUAL ACCUMULATION: 0.10 cubic feet.
DESCRIPTION:

Scrapbooks of activities and programs of the Davis County Library System, include newspaper articles, and photographs.

RETENTION:

Retain permanently

DISPOSITION:

May Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

Paper: Retain in Office permanently.

APPRAISAL:

These records have administrative, and/or historical value(s).

This disposition is based on the primary administrative needs expressed by the library and secondary historical value for researchers documenting Utah library services.

PRIMARY DESIGNATION:

Public